



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

FROM: Mayor Chuck Reed

**SUBJECT: RULES & OPEN GOVERNMENT
COMMITTEE WORKPLAN**

DATE: January 4, 2012

Approved

Date

1/4/12

RECOMMENDATION

Approval of the Rules and Open Government Committee workplan for the period January through July 2012 and setting its meeting schedule as every Wednesday at 2:00 p.m. in the Committee Meeting Rooms.

WORKPLAN CONTENTS

RULES AND OPEN GOVERNMENT COMMITTEE WORKPLAN January – July 2012

COMMITTEE MEMBERS:

CHUCK REED, CHAIR
MADISON P. NGUYEN, VICE CHAIR
PIERLIUGI OLIVERIO, MEMBER
PETE CONSTANT, MEMBER
ROSE HERRERA, ALTERNATE

STAFF:

DENNIS HAWKINS, CITY CLERK
DEBRA FIGONE, CITY MANAGER
RICK DOYLE, CITY ATTORNEY
RICHARD KEIT, REDEVELOPMENT
AGENCY MANAGING DIRECTOR
SARA WRIGHT, MAYOR'S OFFICE

MISSION STATEMENT:

Council agenda-setting; Committee agenda-setting; City Auditor workplan; Commission appointments that do not require interviews by the full Council; ensuring accessible, responsive, transparent and accountable government.

1.

A. City Council (City Clerk)

1. Review Final Agenda
 - a. Add New Items to final agenda
 - b. Assign "Time Certain" to Agenda Items (if needed)

- c. Review of Items that Meet Exception Rule (if needed)
 - 2. Review Draft Agenda
 - a. Add New Items to Draft Agenda
 - b. Assign “Time Certain” to Agenda Items (if needed)
 - c. Review of Items that Meet Exception Rule
- B. Redevelopment Agency (Managing Director)**
 - 1. Review Final Agenda
 - a. Add New Items to final agenda
 - b. Assign “Time Certain” to Agenda Items (if needed)
 - c. Review of Items that Meet Exception Rule (if needed)
 - 2. Review Draft Agenda
 - a. Add New Items to Draft Agenda
 - b. Assign “Time Certain” to Agenda Items (if needed)
 - c. Review of Items that Meet Exception Rule (if needed)
 - 3. Assign “Time Certain” for convening Redevelopment Agency Agenda
- C. Review of Upcoming Study Session Agenda(s)**
- D. Legislative Update**
 - 1. State
 - 2. Federal
- E. Meeting Schedules**
- F. The Public Record**
- G. Boards, Commissions and Committees**
 - 1. Appointments
 - 2. Workplans
 - 3. Annual Reports
- H. Rules Committee Reviews, Recommendations and Approvals**
 - 1. Workload Assessments for Council Requests and Referrals
- I. Review of Council Committee Agendas**
 - 1. Community and Economic Development Committee
 - 2. Neighborhood Services and Education Committee
 - 3. Transportation and Environment Committee

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4. Public Safety, Finance and Strategic Support Committee
5. Rules and Open Government Committee

J. Open Government

1. Appeals of Public Records Act Requests

K. Open Forum

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Committee.

L. Adjournment

2. SPECIAL PROJECTS

- A. Board and Commission Structural Improvements – City Clerk
- B. City Attorney Workload Priorities – City Attorney

3. MEETING SCHEDULE

- A. Regular Rules and Open Government Committee meetings to be held on the following dates:
 - January 4, 11, 18, 25
 - February 1, 8, 15, 22, 29
 - March 7, 14, 21, 28
 - April 4, 11, 18, 25
 - May 2, 9, 16, 23, 30
 - June 6, 13, 20
 - August 1
- C. Rules In-Lieu meetings to be held on the following dates:
 - July 25
- D. Cancel the following Regular Rules and Open Government Committee meetings:
 - June 27
 - July 4, 11, 18

Note: There are no Council meetings scheduled for January 3 and 17; February 21; May 29; July 3, 10, 17, 24

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***RULES AND OPEN GOVERNMENT COMMITTEE MEETING SCHEDULE
JANUARY – JULY 2012***

Deadline for submission of Agenda Items and Memos	Rules and Open Government Committee Meeting Date	Council Meetings covered
	January 4	<i>January 10</i>
Thursday, January 5 - 5:00 p.m.	January 11	<i>January 24</i>
Thursday, January 12 - 5:00 p.m.	January 18	<i>January 24</i>
Thursday, January 19 - 5:00 p.m.	January 25	<i>February 1, 8</i>
Thursday, January 26 - 5:00 p.m.	February 1	<i>February 8, 15</i>
Thursday, February 2 - 5:00 p.m.	February 8	<i>February 15, 22</i>
Thursday, February 9 - 5:00 p.m.	February 15	<i>February 22, 29</i>
Thursday, February 16 - 5:00 p.m.	February 22	<i>February 29, March 6</i>
Thursday, February 23 - 5:00 p.m.	February 29	<i>March 6, 13</i>
Thursday, March 1 - 5:00 p.m.	March 7	<i>March 13, 20</i>
Thursday, March 8 - 5:00 p.m.	March 14	<i>March 20, 27</i>
Thursday, March 15 - 5:00 p.m.	March 21	<i>March 27, April 4</i>
Thursday, March 22 - 5:00 p.m.	March 28	<i>April 4, 11</i>
Thursday, March 29 - 5:00 p.m.	April 4	<i>April 11, 18</i>
Thursday, April 6 - 5:00 p.m.	April 11	<i>April 18, 25</i>
Thursday, April 13 - 5:00 p.m.	April 18	<i>April 25, May 2</i>
Thursday, April 20 - 5:00 p.m.	April 25	<i>May 2, 9</i>
Thursday, April 27 - 5:00 p.m.	May 2	<i>May 9, 16</i>
Thursday, May 3 - 5:00 p.m.	May 9	<i>May 16, 23</i>
Thursday, May 10 - 5:00 p.m.	May 16	<i>May 23, 30</i>
Thursday, May 17 - 5:00 p.m.	May 23	<i>May 30, June 6</i>
Thursday, May 24 - 5:00 p.m.	May 30	<i>June 6, 13</i>
Thursday, May 31 - 5:00 p.m.	June 6	<i>June 13, 20</i>
Thursday, June 7 - 5:00 p.m.	June 13	<i>June 20, 27</i>
Thursday, June 14 - 5:00 p.m.	June 20	<i>August 7</i>
	June 27	<i>Meeting Cancelled</i>
Thursday, July 26 - 5:00 p.m.	August 1	<i>August 7</i>